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Medical Program*

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Medical Program

5.01 Introduction

The Health Services Department (HSD) is an organization within the Administration & Operations Directorate. The objectives of HSD are to provide an occupational health program that meets regulatory requirements and professional standards to ensure a safe and healthful work environment for its diverse employee population.

HSD carries out its health mission as follows:

- Perform examinations to assure that applicants and employees are physically and psychologically suited to their work; foster health and diminish illness or injury arising from the work environment; and promote the physical and mental fitness of employees and contract personnel.
- Provide emergency treatment and limited medical and psychological care to employees for occupational and non-occupational illness or injury; assure the early detection and treatment of the occupationally ill or injured employee; and assist in rehabilitation.
- Provide training and general health education for the maintenance of optimal physical and mental health.

5.02 Health Examination Services

The following health examinations are required and are provided by HSD (appointments: ext. 2-7462).

Pre-Placement Examination

A pre-placement examination is required of applicants for employment at LLNL. The examination will evaluate physical capabilities in relation to the prospective job. This examination shall consist of a personal and a family medical history, an occupational history, and a physical examination that will include appropriate laboratory tests. Psychological examinations will be conducted on applicants for certain positions (e.g., protective service officer or firefighter) as part of the pre-placement medical examination. The pre-employment medical approval is valid if the applicant begins work at LLNL within 3 months after the date of the examination. For those beginning work

within 3-18 months after the examination date, the Personnel Department should forward a completed Interval Medical History certificate to HSD. If 18 months or more have passed, the examination must be repeated, except for the chest x-ray.

Periodic Examination

A physical examination will be offered at appropriate intervals to determine any change in the employee's health status and to allow detection of ill health. The frequency and extent of the examination is established by HSD and relates to the employee's age, physical condition, and the nature of his or her work.

Hazard Examination

Some work assignments at LLNL require a more detailed initial medical assessment and stricter occupational medical surveillance. A baseline examination may be required to determine the health status of an individual at the beginning of a period of occupational medical surveillance. These examinations will be recommended at specific intervals for employees who work in jobs involving specific physical, chemical, or biological hazards (e.g., beryllium, lasers, carcinogens, high explosives, or excessive noise). Supervisors of these workers, with the assistance of Hazards Control, are required to identify those workers to HSD on an annual basis.

Post-Injury/Illness Examination

Employees are required to report to HSD when returning to work after any of the following absences:

- Occupational injury or illness involving one day or more lost work time.
- Non-occupational injury or illness of 5 or more consecutive days.
- Non-occupational injury or illness requiring hospitalization or surgery.

Visitor and Summer Student Examinations

A health history may be required of visitors or students assigned to LLNL for more than 1 month. Based on the work assignment and review of the visitor's health, a physical examination or laboratory tests may be required by HSD.

Termination Examinations

Employees terminating employment will complete a termination interview. For all LLNL retirees, a physical examination commensurate with their occupational history at LLNL is offered.

5.03 Diagnosing and Treating Illnesses and Injuries

Occupational

LLNL Regular Employees. HSD will diagnose and treat occupational injury or disease. Treatment will be coordinated with the provisions and requirements of worker's compensation laws. Employees electing to be treated by their private physician must file the physician's name and address with HSD. Every injury sustained while performing LLNL-assigned tasks must be reported to the employee's supervisor and to HSD (see Section 4.04 of this *Manual*). A report (LL-1988) will be prepared for each injury, forwarded to Hazards Control for review, and transmitted to the employee's department. Prompt reporting of injury or illness will help to ensure prompt worker's compensation payments and proper reporting.

Non-LLNL Employees. In the case of contract labor, contractors, consultants, DOE/SAN employees, students, and guests, HSD will *not* provide examinations or routine treatment for occupational or non-occupational illness or injuries.

Services to non-LLNL employees will be limited to:

- Basic first aid/emergency treatment.
- Referral to a private health practitioner.
- Work restrictions and clearances to return to work.
- Medical approvals for respirator use.
- Special examinations requested by LLNL management.

Non-Occupational Injury or Illness

Non-occupational injuries and illnesses will not usually be treated. Services will be provided in the following instances:

- In an emergency where prompt medical attention will prevent loss of life or limb or relieve suffering until the employee can be placed under the care of a private physician.
- When the disorder is minor and treatment will enable the employee to complete the current work shift before consulting a private physician, or when the condition is such that the employee would not normally consult a personal physician.
- LLNL and non-LLNL employees receiving a non-occupational injury during the noon hour will be given emergency treatment at HSD. If the injury is

serious or requires prolonged attention, the employee will be transferred to the care of their private physician. Noon-time recreational injuries are not automatically compensable under the worker's compensation laws. However, a claim for compensation can be submitted to the University's insurance carrier, who will process the claim.

5.04 Transportation of Ill or Injured Employees

LLNL policy has assigned the responsibility for transporting ill or injured employees to supervision in the employee's department. When an employee must leave work for health reasons and does not have transportation, the following rules apply:

Minor Illness

When the supervisor and the employee determine that the illness is not serious, but the employee is unable to furnish transportation, the supervisor will decide which of the following alternatives is appropriate:

- Another employee in the department may drive the ill employee in a government or private vehicle.
- Ill employees may be supplied a government vehicle to drive themselves.
- Commercial taxi service may be used and recharged to the employee's department.
- A family member may be contacted to provide transportation.

Serious Illness or Injury

An employee who is seriously ill or injured while at work should be seen immediately by HSD. If HSD staff are not on duty, contact the Fire Department at ext. 2-7333. Either department will decide on the appropriate disposition of the case. In some instances, an ambulance may be required; in others, transportation by a government or private vehicle may suffice. In the latter case, the responsibility for providing transportation rests with the employee's supervisor. If an injured employee's supervisor cannot be contacted, HSD will contact a commercial taxi service to transport the injured employee. The transportation fee will be recharged to the employee's department.

An employee who transports an ill or injured co-worker will do so at the direction of a supervisor, and the time will be within the scope and course of employment and will be covered by the University of California's liability insurance. An employee who uses a private car for this purpose will be reimbursed for mileage by Business Services.

5.05 Immunization and Allergy Shots

Immunization services for diphtheria, tetanus, Hepatitis-B, polio, Yellow Fever and other diseases are provided to employees as needed.

HSD administers allergy shots to employees who supply the antigen as prescribed by their personal physician in accordance with HSD protocols.

5.06 Respirator Approval

Annual medical clearance is required for respirator use. LLNL employees must have a physical examination on file within the last 3 years. A nurse interview must be completed on interval years. Contact HSD (ext. 2-7549) for current drop-in hours or an appointment. Those requesting SCBA clearance or approval are required to have additional annual tests (e.g., pulmonary function examination, complete blood count [CBC], and EKG). SCBA training requires prior medical approval. Non-LLNL employees may contact ext. 2-7472 for current requirements.

Also see Section 10.05 of this *Manual*.

5.07 San Joaquin Valley Fever—Site 300

Anyone who works at or visits Site 300 may be exposed to an organism causing Valley Fever (coccidioidomycosis), a respiratory infection common throughout the San Joaquin Valley. It is LLNL's policy to inform all those who work at or visit Site 300 of their possible exposure to coccidioidomycosis. Supervisors are responsible for ensuring that the following procedure is followed prior to assigning an employee or hiring a prospective employee for Site 300. When learning of a pregnant employee already at Site 300, the above procedure should also be followed. These conditions apply whether an individual works on a short-term or indefinite-term basis.

LLNL, Non-LLNL, and Prospective Employees

Medical Procedure. Prior to work assignment at Site 300, each employee or prospective employee will be requested to take a skin test at HSD to determine if the individual has developed an immunity to Valley Fever. HSD will inform each individual of the result of the skin test and provide the medical interpretation of the result, including any risk associated with contracting Valley Fever. Individuals for whom no skin test data exists will be assumed to be non-immune. All employees and prospective employees with a negative cocci skin test will be given a copy of the American Lung Association handout on coccidioidomycosis and a copy of the LLNL policy.

Employment Decision. The decision to accept or reject an assignment to work at Site 300 rests with the employee or prospective employee who has not developed an immunity to Valley Fever. No adverse employment action will be taken against non-immune employees who choose not to go to Site 300. However, LLNL has no obligation to prospective employees who are non-immune and decline employment.

Consent. Employees and prospective employees who have no immunity to Valley Fever will be expected to notify the LLNL supervisor or Human Resources representative within 10 days of receiving medical notification, as to whether or not they are willing to accept an assignment at Site 300.

High-Risk Consent. The more serious or disseminated form of this disease occurs much more frequently in certain ethnic groups. Those employees considered to be in the high-risk group (Blacks, Filipinos, and Asians) will be counseled by an HSD physician regarding their increased risk of a more serious form of the disease. If the employee decides to go against the medical recommendation, an informed consent form will be signed and included in the medical record.

Pregnancy in Current Site 300 Workers. Pregnant women and their unborn children are at a higher risk for the disseminated form of the disease. LLNL policy requires that pregnancies be reported to HSD. All pregnant women will be counseled by an HSD physician regarding their increased risk. If the employee decides to go against the recommended reassignment, an informed consent form will be signed and included in the medical record.

Visitors. Employees, consultants, or visitors who visit Site 300 for a brief time will not be informed on an individual basis of their possible exposure to Valley Fever. However, signs are placed at all entrances to Site 300 stating the risk of exposure to Valley Fever and where additional information may be obtained.

Contractor Personnel. Each bid request and each contract for work or service to be provided on or at Site 300 will include a "hold harmless" clause alerting all prospective contractors and each selected contractor to the possibility of contractor employees being exposed to Valley Fever.

5.08 Pregnant Employees

Any employee who plans a pregnancy, suspects a pregnancy, or has a positive diagnosis of pregnancy should contact HSD (ext. 2-7459) so that an evaluation can be made of her work environment. This notification helps to ensure that the employee is afforded the maximum amount of protection against toxic substances, radiation, mutagens, and carcinogens. Proper

protective measures should be instituted before pregnancy or as early as possible in the first trimester.

5.09 Work Restrictions

Restrictions (LL-4100) regarding work assignments are recommended by HSD for the following situations:

- Temporary restrictions are issued to facilitate convalescence and rehabilitation from injury or illness or to return the employee to work as soon as reasonably possible.
- Permanent restrictions are issued whenever the work assignment could produce serious disability or death, damage to LLNL equipment, or injury to fellow employees.

Restrictions will identify the restricted activity. They *will not* reveal medically confidential information. Supervisors with questions should contact HSD.

5.10 Employee Assistance Program

The Employee Assistance Program (EAP) provides personal counseling, referrals, and consultation to employees and family members. Short-term counseling and crisis intervention is available on site and may be extended to long-term as indicated. Problems include, but are not limited to, stress, substances abuse, family strife, and grieving the loss of a family member or friend. Assistance is provided for referring employees and family members to external resources.

An external 24-hour toll-free hot line will be available for crisis intervention and brief counseling. The EAP staff is also available on a consulting basis to managers and supervisors to ensure safety and to promote employee productivity. The EAP manager holds an additional responsibility of coordinating the psychological screening of emergency personnel (i.e., protective service officers and firefighters). The EAP can be reached at ext. 3-6609.

Vocational Rehabilitation Counselor

The return-to-work program at LLNL is to assist injured or ill employees to return to work as soon as possible. Return-to-work services may include counseling, coordination of benefits, job analysis, a physical capacities assessment, job-restructuring, modification of the worksite, or job-seeking assistance. All services are provided confidentially and uniquely in response to the needs of each individual. Contact ext. 3-0591 for more information.

5.11 Medical Records

Complete medical records are maintained for each employee from the time of the first examination until termination of employment. These records are confidential and will be retained indefinitely in the custody and control of HSD. Information from an employee's health records will be handled as medically privileged information and will only be transferred on receipt of a signed request from the employee. The results of medical examinations will be reported to the employee and if any significant health defects are found, appropriate recommendations for care will be offered by health care providers.

5.12 Other Services

Melanoma Surveillance

HSD provides an employee education and clinical case detection programs (Mole Patrol) for early detection of melanoma. HSD also staffs a program for surveillance of employees found to have skin conditions that represent a high risk for future melanoma lesions (multiple moles or dysplastic moles). Research has been undertaken to answer the questions of whether a true excess of melanoma has occurred at LLNL and whether any occupational factors can be found to account for this increased incidence. For an appointment, call ext. 3-6653 (3-MOLE).

Program Liaison

HSD provides certain education programs targeted at specific occupational hazards or other concerns in the work place. Contact Health Services at ext. 2-7459 for more information.

Worksite Evaluations

HSD personnel perform worksite health and safety evaluations periodically and in response to special requests.

Medical Disaster Planning

HSD's medical emergency response plan is to ensure timely and coordinated medical assistance to minimize loss of life, disability, and human suffering. Assistance to self-help groups in planning first aid teams is available from HSD. HSD coordinates a group of non-HSD personnel (Emergency Volunteers) who, after being released by their supervisors or assembly-point leader, would assist HSD in the event of an emergency. HSD also maintains a mobile disaster supply trailer, containing nonperishable medical sup-

plies, respiratory equipment, and an emergency generator. HSD works closely with medical personnel in Alameda County via its county-wide Emergency Medical Services plan.

5.13 Health Education

Classes

Three classes are offered: Back Care Clinic, First Aid Training, and Cardiopulmonary Resuscitation (CPR). Individuals are registered on a first come, first served basis. Special classes may be provided for groups on a recharge basis when a manager requests them. Call ext. 4-4490 for information.

Health Information Center

The Health Information Center (HIC) provides employees with written information, videotape loan, and individual consultation with a health educator. HIC uses existing community resources, such as the American Cancer Society, American Heart Association, American Red Cross, and the California Dairy Council, to obtain inexpensive high-quality material. Contact the HIC at ext. 2-5735 for more information.

Alcohol and Substance Abuse Program

The Alcohol and Substance Abuse Program (ASAP) serves two functions: to promote a drug-free workplace, and to develop and maintain a resource library. ASAP coordinates the presentations of speakers who address current issues about drugs and alcohol. Employees are informed of these presentations via the LLNL *Newsline*. A library has been developed and will be updated to serve as a resource with videotapes, books, and pamphlets on drugs and alcohol.

Special Projects

Support groups coordinated by employee volunteers meet monthly, weekly, or biweekly at noon or after work. These are: Arthritis, Cancer, Eating Disorders, Alzheimer's Disease, Multiple Sclerosis, Child Custody, Agoraphobia, Lifestyle Change, and Families of the Mentally Ill. In addition, HSD sponsors periodic American Lung Association Smoking Cessation clinics. The clinic meets weekly at noon over a 7-week period and is scheduled several times per year.

Noon Hour Talks

Speakers on health topics are scheduled several times a year, and talks are videotaped for loan through HIC.

AIDS/ARC

An AIDS education program provides resources in three main areas:

- Policy interpretation.
- Facilitation services.
- Health and medical information.

Clarification and interpretation of personnel policies and their implementation as they relate to AIDS/ARC is provided by Staff Relations Division of Human Resources. The Personnel Operations Division of Human Resources provides services to facilitate employee-relations problems and issues arising from AIDS/ARC. HSD provides information and advice on health and medical aspects of AIDS/ARC.

5.14 Emergency Medical Care

To provide injured or ill employees with emergency care, the following schedule is observed by HSD:

- *Livermore* (hours Mon–Fri: MD from 0730–1645; RN from 0700–2330)
Emergency: 2-7333
Business: 2-7459
- *Site 300* (Hours Mon–Fri: RN from 0800–1615)
Emergency: 3-5333
Business: 3-5250

Fire Department personnel trained as Emergency Medical Technicians provide first aid when medical personnel are not on duty at both sites:

Livermore — Fire/Ambulance: 2-7333
Medical: 2-7459
Police: 2-7222

Site 300 — Fire: 3-5201
Medical: 3-5250
Police: 3-5400